



## Human Resources

DATE POSTED: November 28, 2005

REQ. # 05-299

**NOTICE OF JOB OPENING  
ST. LUCIE COUNTY BOARD OF COUNTY COMMISSIONERS  
EQUAL OPPORTUNITY EMPLOYER**

2300 Virginia Avenue Fort Pierce, Fl. 34982 – 5652

Telephone (772) 462-1546 Jobline (772) 462-1967

<http://co.st-lucie.fl.us>

This position must be posted for at least five (5) working days from 11-28-2005 TO 12-02-2005, but will remain open until filled.

DEPARTMENT/DIVISION
<b>AIRPORT</b>

POSITION AVAILABLE
<b>AIRPORT SUPPORT COORDINATOR</b>

# OF OPENINGS
<b>1</b>

STARTING SALARY
<b>\$33,825.50 / year</b>

COMMENTS
<b>Driving Position</b>

VETERANS PREFERENCE
It is the policy of St. Lucie County to give preference to eligible veterans and spouses of veterans in appointment and retention in county employment positions in accordance with Chapter 295, Florida Statutes, and Chapter 22VP-1, Florida Administrative Code. Copies of Chapter 295 and Chapter 22VP-1 are available for review in the Human Resources Department.

**JOB CODE: 673**  
**PAY GRADE: 18**  
**SALARY: \$33,825.50 - \$54,309.84**  
**AIRPORT SUPPORT COORDINATOR**

**MAJOR FUNCTION:** The position is responsible to supervise the operations and maintenance areas in the dynamic environment of a county owned airport with a considerable amount of public contact. This leadership position is responsible for overseeing and coordinating resources and implementing work procedures to ensure a safe, efficient and secure environment for passengers, airport personnel, vehicles, equipment and the movement of aircraft within established airport policies and procedures, and Federal, State and Local regulations. Duties may include working shifts, including holidays and weekends. Work requires verbal and written communication with employees, airport users, tenants, federal, state, local government and other agencies.

**KNOWLEDGE, ABILITIES AND SKILLS NEEDED TO PERFORM THE ESSENTIAL JOB FUNCTIONS OF THE POSITION:** Knowledge of the principles and practices of public and business administration. Knowledge of a general aviation airport environment and FAR 139 and 77. Knowledge of incident command practices and procedures. Knowledge and familiarization of all airport areas, including tenants and their functions. Knowledge of Safety and Security regulations pertinent to the airport and work performed including TSA, FAA and customs. Ability to interact with command level personnel of police, fire and federal agencies. Ability to coordinate the work of a small staff of employees performing maintenance and operational function in a manner conducive to full performance and high moral. Ability to exercise effective judgment and discretion in establishing, applying and interpreting policies and procedures. Ability to assist in the implementation of administrative programs and procedures and evaluate their effectiveness. Ability to develop, maintain and analyze records, reports and inventory. Ability to communicate effectively both orally and in writing. Ability to supervise the work of others. Ability to detect, report and/or correct hazardous conditions. Ability to perform work effectively with minimum supervision. Ability to pass background check as required by appropriate governmental agencies. Ability to physically access remote and/or cramped airport areas, occasionally in adverse weather, and under emergency and stressful conditions. Ability to serve the public and fellow employees with honesty and integrity. Ability to establish and maintain effective working relationships with the tenants, general public, co-workers, governmental agencies, elected and appointed officials and members of diverse cultural and linguistic backgrounds regardless of race, religion, age, sex, disability or political affiliation.

**ESSENTIAL JOB FUNCTION:** Lead worker, maintains awareness of operational conditions, evaluates and responds to the needs of the airport users to ensure the expeditious transition of public movement. Coordinates the work of employees engaged in the day-to-day monitoring and coordination of operations and maintenance in specific functional areas of the airport, to ensure compliance with established rules, regulations, policies, procedures and contractual tenant leasehold requirements. Coordinates initial response to airport emergencies as an integral component of the "Incident Command" structure, and interacts with command level personnel of responding police, fire and federal agencies to ensure proper handling of airport responsibilities. Ensures that inspection and monitoring of airport areas for maintenance, housekeeping, aesthetics, safety, security and general conditions are carried out and appropriate actions are taken. Updates appropriate manuals, plans and policies to ensure a safe and secure environment in compliance with federal, state and local policies, procedures and regulations. Ensures the proper control of persons and vehicles in restricted access areas of the airport.

Analyzes chronological event records of all routine and emergency operations using statistical data, pertaining to safety, security, and various operational activities. Coordinates airport activities in the event of an emergency. Oversees all airport inspection in accordance with Federal, State and Local regulation. Interprets specialized reports for operations and audit purposes. Operates and maintains county owned vehicles, in an airport environment including responding to emergency situations. Performs related work as required.

**ESSENTIAL PHYSICAL SKILLS:** While performing the duties of this job, the employee is regularly required to use hands and fingers to hold or feel, reach with hands and arms, walk, talk, smell and hear. The employee is occasionally required to stand, sit, climb, balance, stoop, crouch, and crawl. Must be able to differentiate between colors and shades of color and must have close, distance, depth, night and peripheral vision. Frequent lifting and/or moving material up to 50 pounds and occasionally lifting and/or moving materials up to 100 pounds.

**WORK ENVIRONMENT:** An employee in this job is frequently exposed to outside weather conditions, exposed to wet and/or humid conditions, toxic or caustic chemicals, and has a risk of electrical shock. The noise level in the work environment may be loud.

**MINIMUM EDUCATION AND EXPERIENCE:** Graduate of an accredited four year college or university with major course work in airport management or related field; and experience in Airside operation; or any equivalent combination of training and/or experience. Two years of supervisory experience in Airport Operation. An equivalent combination of education, training and experience that provides the required knowledge, skills and abilities may be substituted for the education requirement at the discretion of the Airport Director.

**LICENSE, CERTIFICATION OR REGISTRATION:** Possession of an appropriate Florida State License for equipment operated and any license, training or certification required by law or regulation to complete assigned tasks. Must be able to pass FAA and Customs background checks and satisfy all requirements to acquire and maintain FAA security requirements and Customs Area security clearance. Specialized airport operations, safety/security and maintenance training may be necessary and may be required to travel for training.

*This description is not intended to be, nor should it be construed as an all-inclusive list of responsibilities, skills or working conditions associated with the position. It is intended to accurately reflect the activities and requirements of the position, and duties may be added, deleted, or modified as necessary. This description does not constitute a written or implied contract of employment.*

Union	Non-Union ✓	Exempt ✓	Non-Exempt
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